



**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
October 1, 2018**



MEMBERS:

Jamey Carver	John Haky	Sabra Lowe	Kerry Murphy*	Laura Rucker
Mica Collins	Amanda Holbrook	Krys Lynam	Holly Niehoff	Shana Savard-Hogge
Sharon Cooper	Karla Hughes	Tina McWain	Lora Pace	Gabria Sexton
Rhonda Ferguson	Joe Hunsucker*	Susan Maxey	Clarissa Purnell	Sherry Surmont*
Richard Fletcher	Jarred Hunt	John Mahaney	Garrick Ratliff	Jessica Thompson
Andrea Fryman	David Litteral	Gardner May	Alan Rucker	Krista Utterback

*Denotes member was absent.

Guests:	Dr. J. Morgan, President; Harold Nally, Director of Human Resources; Chris Howes, CIO; Craig Dennis, Staff Regent; Dr. Sue Tallichet, Faculty Senate Communications Officer; Dr. Caroline Atkins, Visiting Professor & Assistant to the President for Strategic Initiatives; Staff Salute Recipients: Selena Bailey, Donna Calvert, Gaylena Cline, Karen Cornett, Shayla Dunn, Michelle Hutchinson, Della Johnson, Gwen Trusty
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Chair Purnell called the meeting to order at 1:01 p.m.

Motion:	To approve the minutes from the September 2018 meeting.	
	Proposed: Rep. Fletcher	Seconded: Rep. Lynam
Called for Vote:	Motion passed.	

Chair's Report	<p>Chair Purnell reported:</p> <ul style="list-style-type: none"> The new Cabinet Liaison for Staff Congress will be Dr. Caroline Atkins, Visiting Professor & Assistant to the President for Strategic Initiatives. Chair of Staff Congress is ex-officio member of Faculty Senate and they are providing time in the meeting to hear a Staff Congress report during their meetings. Dr. Tallichet will provide a report at Staff Congress meetings. MSU staff and Craft Academy students mounted an effort to pick up trash and weed flower beds on campus before Family Weekend. Thanks to Dr. Caroline Atkins, Donna Calvert, Theresa Davis, Michelle Emrick, Ollie Floyd, Josh Frisby, Gera Jones, Dr. Susan Maxey, Alisha McKinney, Jessica Muncy, Tom Murphy, Jill Ratliff,
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	<p>Sherry Surmont, Krista Utterback and Craft Academy Students. In the event we have a situation such as this in the future, Dr. Tallichet and Dr. Hare would like the cleanup dates sent to them/Faculty Senate and they will get word out to faculty on campus when volunteers are needed.</p> <ul style="list-style-type: none"> • The President’s Leadership Council met to discuss performance metrics and other updates from around campus: <ul style="list-style-type: none"> - ADUC will have a soft opening coinciding with Homecoming. Food service will be open for business in January 2019. -First-time student enrollment is up 141 students from last year, with MSU being the only school in Kentucky that saw an increase in new students. The total headcount will be down 3-4%, as the largest senior class graduated and subsequent classes have been smaller. -The residence halls have 93% occupancy. -If staff have phone lines in their area that are not being used, please contact Chris Howes in IT and he will put in an order to shut it off. Unused phone lines still cost the University money each month. -Homecoming activities are scheduled for October 16 – 20. -The first guest speaker of the Terry McBrayer Presidential Lecture Series will be Tim Thomas, Chair of the Appalachian Regional Commission. He will speak in Button Auditorium from 3:30 p.m. – 4:30 p.m. on October 16 and staff are excused from their office duties to attend. • Constituent Leaders from Faculty Senate, Staff Congress, Student Government, and Regents met to discuss their respective items of interest. Staff Congress leadership discussed a possible AV Tech student worker position. President Morgan stated he had put more money into Russ’s budget to cover the operational side of ADUC once it is open. <p>The tuition waiver issue will be put on an internal agenda for their next meeting. In the meantime, Chair Purnell will survey sister institutions in the state to see how they handle the facility preservation fee and recreation fee. The next Constituency Leader meeting will be Friday, October 5. Chair Purnell hopes to have enough information to discuss the fees and tuition waiver issue.</p> <ul style="list-style-type: none"> • The Board of Regents will review the Constitutions and Bylaws of Faculty Senate, Staff Congress, and Student Government for the upcoming SACSCOC accreditation. Dr. Morgan met with Chair Hare, Chair Purnell, President Bryer, Russ Mast, Caroline Atkins,
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	<p>Bob Albert, and Harold Nally on Monday, September 24. Revisions to the Staff Congress Constitution and Bylaws will be discussed and voted on by Staff Congress representatives in the October and November 2018 meetings. A final draft will be ready to present to the Board of Regents in December.</p> <ul style="list-style-type: none"> • Harold Nally has requested staff representation for revising the UAR and policy pertaining to performance evaluations. Chair Purnell, Representative Fletcher, and Secretary Rucker will work with Harold Nally to update the documentation. <p>Representative Fletcher took the opportunity to commend the work of Enrollment Services, in light of the success of first-year student enrollment.</p>
<p>Vice-Chair's Report</p>	<p>Vice-Chair Pace reported the following Staff Salute submissions.</p> <p>Staff Salutes:</p> <p>Donna Calvert–</p> <p><i>1) Today, staff have been asked by Staff Congress to pitch in and help clean up campus. Donna is way ahead of you. She and her office workstudy Nick Anderson gathered broken limbs and sticks from the blacktop pad adjacent to the E parking lot behind Howell-McDowell, and piled them up so that Facilities could pick them up. The area is now much easier to walk through! Thanks Donna! – submitted 9/10/2018</i></p> <p><i>2) Donna is one of the friendliest and most helpful people on campus. When you enter the President's office, you are always greeted with a smile and a kind word. She is constantly helping students, faculty, staff and external constituents get answers to questions, address concerns, and any number of other things that people need. She is a great asset to the President's office and to MSU.– submitted 9/24/2018</i></p> <p>Karen Cornett– <i>It's been a real pleasure working with Ms. Cornett since she joined HPPIL a year ago. She did the jobs of two ADSs for most of that time, filling in for a vacancy in Sociology. She has all the virtues of a great ADS: diligence and work ethic, great attention to detail, cheerful demeanor, patience with faculty, outstanding knowledge of the campus, etc. But she also goes above and beyond in too many ways to list. I recently came across Karen painting the Rader hallway -- at 6 pm on a Friday! – submitted 9/26/2018</i></p> <p>Michelle Hutchinson– <i>I would like to nominate Michelle Hutchinson for an MSU staff salute. Michelle went above and beyond to help me with an HR related matter on 9/13/2018. She's always helpful even in stressful and demanding situations. Thank you, Michelle. Your assistance is</i></p>

	<p><i>always appreciated. Sincerely, Holly Pollock Office of Enrollment Services – submitted 9/18/2018</i></p> <p><i>Della Johnson</i> - Sometimes those "behind the scenes" do not get recognized as they should. Della does an outstanding job. She is a very dependable employee who deserves a pat on the back! –submitted 9/24/2018</p> <p><i>Gwen Trusty</i> - Gwen is one of the most efficient administrative assistants on campus. She stays on top of things and makes sure the College of Science meets important institutional deadlines and that the information submitted is accurate to the best of her ability. The responsibilities she has carried during transitions in leadership over the past few years are huge, but she gives it 100% and always has a smile or laugh that brightens your day. I don't know what we would do without people like Gwen at MSU.–submitted 9/24/2018</p> <p><i>Payroll</i> - I would like to salute <i>Gaylena Cline, Shayla Dunn, and Selena Bailey</i> for all the hard work that they do while processing payroll for all employees of the University. Many times their work goes unnoticed until an employee has an issue with their payroll check. I know that in the past several months there have been several changes that have taken place in employees pay, such as retirement changes and dental changes. During this time, there were several employees that had benefits coded incorrectly on their records and the Payroll staff had to do lots and lots of manual adjustments in order to correct these issues. Gaylena works tirelessly making sure that exempt employees are paid correctly, ensures that all employees retirement is submitted correctly and gets us all our W2's in January. Selena works to ensure that all non-exempt employees are paid correctly, and Shayla is on top of getting our students paid, so we can have additional working labor in our departments. I just want to thank Gaylena, Shayla and Selena for all their continued hard work. Your efforts do not go unnoticed by many!–submitted 9/17/2018</p>
Secretary's Report	Secretary Rucker reported a balance of \$691.20 in the supplies budget. There were no new expenditures.

Committee Reports

Benefits & Compensation	Committee Chair Savard-Hogge had no report.
Credentials & Elections	Committee Chair Lynam reported the committee has reviewed the Constitution and Bylaws of Staff Congress for any needed updates and

	revisions. The changes will be discussed during the New Business portion of the meeting.
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Staff Concerns	<p>Committee Chair Collins reported the following staff concerns were submitted since the September 2018 meeting:</p> <p>**CONCERN (submitted 9/11/2018)**</p> <p>Before MSU switched to People Admin, employees used to be able to see a directory of job descriptions and read the details of all campus jobs. Once MSU switched to PeopleAdmin that was no longer available. This can be helpful in analyzing job descriptions and modifying current positions or creating new ones. Can we set it so that employees have access to all job descriptions again, as they did in the past? Or is there a reason for the lack of transparency regarding job descriptions on campus?</p> <p>RESPONSE (from Harold Nally 9/28/2018):</p> <p>As you stated in the concern, there was capability for any staff member in the past to view all job descriptions on the Human Resources (HR) webpage. HR maintained them in our previous applicant tracking system, NovusHR, as well as on our website. Two staff members were responsible for changing job descriptions after review and approval, one in Novus and one on the webpage. It was extremely time consuming to maintain in both places and to ensure exact clones.</p> <p>Once Novus was no longer a partner with Datatel/Colleague, the university selected PeopleAdmin as our new applicant tracking system. Transitioning of job descriptions was necessary by downloading from Novus to PeopleAdmin. To streamline job description maintenance and utilize staff more effectively, the former director decided to discontinue maintenance in two locations. We house official job descriptions in PeopleAdmin for work-related reasons, e.g. recruitment and staffing. Before making this decision, we reached out to our peer institutions to obtain feedback about their practices. None of them maintained job descriptions in a place where all employees had access to them. Providing universal access in PeopleAdmin is not an option as it would allow for everyone on campus to view position review actions, applicants information, and hiring requests, all of which are confidential.</p> <p>Employees have access to their own job descriptions in PeopleAdmin for obviously reasons. Supervisors and those in the up line supervisory chain have access to review and amend current position descriptions for their subordinates and to create new positions. This is role-based permissions. Relating to the part of the concern stating access to all descriptions would help with constructing job descriptions, supervisors</p>
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writing these documents should be doing so based on the duties needed for business operations rather than copying and pasting from other descriptions. This practice lends itself to inaccurate job descriptions identifying duties not actually performed and inappropriate classifications. There are no valid job-related reasons for all employees to have access to job descriptions across campus. It is not consistent with best practices.

****CONCERN (submitted 9/24/2018)****

I am well aware of the pre-generated responses from Kelli Owen that we received in reference to our concerns about the Facilities fee and Rec and Wellness fee being separated from tuition hence not being covered by the tuition waiver. They were callous and extremely un-unique for each individual employees concern. I truly feel this is a punishment for those of us who seek to better ourselves and our institution through higher learning.

Any employee who elects to NOT take classes is NOT charged a fee to utilize the Rec and Wellness center, so why should those of us who do take classes not be afforded the same luxury? Instead we are punished with fees for something that the majority of the employees don't even use. One of the major benefits to continuing our education with Morehead State University was the inclusion of a tuition waiver that covered most expenses sans an online course fee and the cost of the employee's books.

Now it seems that things are becoming more and more complicated in the quest for that degree. There are relatively NO incentives to finishing a degree except for a minor raise that isn't guaranteed to stick around anyway. Since the time has passed and the fees have already been paid for this semester, these complaints are after the fact, but I strongly urge the administration to reevaluate these fees before next semester or there will be just as many, if not more, irate employees.

RESPONSE:

Chair Purnell will address this concern to President Morgan at Constituent Leader meeting on October 5th. Staff Congress' Executive Council will have discussion after meeting to determine next steps.

****CONCERN (submitted 9/24/2018)****

Would it be possible to replace many of the flower beds on campus with decorate rock or stone? This would allow for lower cost and less maintenance. Many of the flower beds look great when first planted but within a few days they look terrible. We understand that the grounds crew is understaffed and doing their best. Are these other options being reviewed?

RESPONSE (from Kim Oatman 9/26/2018):

FM is looking into multiple options for lowering maintenance costs. Converting some flower beds to decorative stone and planting trees are among the things being considered. Thanks for your suggestion.

****CONCERN (submitted 9/24/2018)****

In the SC newsletter dated 9/10/18, it states that the smoker and spouse surcharge is \$200 per month. Currently both of these are \$100 a month. Are we going to see these surcharges double for 2019?

RESPONSE (from Harold Nally 9/26/2018):

The surcharges will remain for the 2019 plan year, currently surcharges are set at \$100. Employees will not see these surcharges double for 2019, but will more likely see these surcharges set at \$150. This is not finalized, but be assured the surcharges will not be set at \$200.

****CONCERN (submitted 9/25/2018)****

If there's such a concern about funding and costs to keep things running on campus, why not have more remote/work from home assignments and employees?! It seems that most of the staff that do not have direct, face to face interaction with students would be able to complete their jobs effectively from a remote position, and likely more efficiently.

Meetings can all be done from online sources these days like WebEx where others dial in to a conference line and can even video chat, sharing each other's computer screens, etc. Doing this would eliminate the need for office space for those employees, and could help consolidate other departments into another building, help free up parking areas on campus and free up meeting areas and conference rooms for other on campus employees to use as needed.

Remote positions are extremely common in all departments with other Universities, why not ours? If not remote work, why not a 4 day week all year? It was noted that it would save money for the summer, so why not do that all year? 4 day weeks, and/or remote employees seems like a solution that could save us a lot of money in the long term, and may even help get great employees for the open positions that haven't been filled.

RESPONSE (from Harold Nally 9/26/2018):

Given the complex nature of this staff concern. Before a response is given, time will be needed to communicate with stakeholders regarding this concern.

Sustainability Report: Representative Niehoff reported the Sustainability committee met on September 25 to discuss plans for their programs and events for the school year.

They are looking at a possible Adopt-a-Flower-Bed program, where campus groups and employees can maintain a flower bed or building area. Rep. Niehoff is looking into a grant to pay for materials and tools. The University farm would also be used as a resource for materials. A plaque denoting the responsible group could be placed in each bed.

The bike share program will be launched in spring as an Earth Day event instead of at Homecoming as originally planned due to contract negotiation delays.

Earth Day festivities for April 2019 are already in the works.

The Housing Office will work on RecycleMania campaign in February.

The committee will do community clean-up events differently in the spring. Instead of several organized events, there will be one clean-up event for people to sign up for and, otherwise, campus groups can now sign up for their own clean-up projects and get the needed materials from the committee.

They are looking for ways to promote better recycling practices on campus. Brokers who purchase recycled material will not take items mixed with garbage. Many recycling bins on campus are used improperly to dispose of food waste and other non-recyclable material. All material should be sorted appropriately according to the label on the bin.

The next meeting of the Sustainability Committee will be November 13 at 2:30 p.m. in the Educational Services Building. All are welcome.

Regent's Report: Staff Regent Dennis reported he, Dr. Morgan, and the student regent will travel to Frankfort on Monday, October 22 for training.

The next quarterly meeting of the Board of Regents will be December 6 at 9:00 a.m. Past meetings have been in Room 102 of the CHER building on Second Street, but the Board hopes to meet in the third floor board room of ADUC. This meeting is open to the public.

Faculty Senate Report: Dr. Sue Tallichet, communications officer for Faculty Senate, will regularly give a report to Staff Congress representatives.

Faculty Senate meets the first and third Thursdays of each month throughout the school year. The second and fourth weeks of the month are used for committee meetings. Dr. Tim Hare is currently the Chair of Faculty Senate. There are five committee chairs and a staff secretary, Barbara Willoughby.

The five committees of Faculty Senate are Academic Issues, Evaluations, Faculty Welfare & Concerns, Governance, and Issues.

Human Resources Report: Director Nally clarified, while the healthcare taskforce had discussed a \$200 smoker's fee and a \$200 spousal fee, the surcharges are most likely to be \$150.

Currently, MSU uses an 81/19 split in employer/employee contributions to health insurance coverage. Starting in January 2019, the split will be 78/22.

Open enrollment for 2019 insurance plans will begin October 29 and end on November 16. There will be three open enrollment informational meetings and three labs for employees who need help enrolling in a plan. OHR will distribute those dates and times via email.

Representative Ferguson asked if this year's enrollment will be passive or will all employees have to reenroll. Nally said all of those details would be given in the enrollment correspondence.

The Benefit Fair will be November 1, 2018.

96.8% of MSU employees have completed the mandatory Preventing Harassment training. The deadline was September 30.

Cabinet Report: In the future, Dr. Caroline Atkins, Assistant to the President, will provide reports to Staff Congress.

Old Business: No old business to report.

New Business: Rep. Alan Rucker would like to put together a group to gather feedback about the culture of staff on campus. If representatives and staff are interested in being a part of this conversation, please contact Alan Rucker.

Committee Chair Lynam presented the proposed changes to the Constitution and Bylaws. Staff Congress will vote on these changes at the November 2018 meeting.

Announcements:

- Thursday, October 4: Second half-semester classes begin.
- Monday, October 15: Midterm grades are due to the Registrar's office.
- Saturday, October 20: The MSU Homecoming football game will be at 2:00 p.m.
- Friday, October 26: Last day for students to drop a full-term course or withdraw from school.
- Thursday, November 1 – Tuesday, November 13: Advance Registration for Winter Session and Spring 2019 classes begins.
- Monday, November 5: The next Staff Congress meeting will be at 1:00 p.m. in Rader 111.
- Don't forget to check www.msueagles.com for upcoming MSU athletic events.

Motion:	To adjourn	
	Proposed: Rep. Collins	Seconded: Rep. Lynam
Called for Vote:	Passed	

Chair Purnell adjourned the meeting at 1:50 p.m.

Minutes submitted by: Laura Rucker